

## ROLE – CENTRAL HDR

### 1. ACCESSING THE CI ANYWHERE PORTAL

#### 1.1

Go to the Ci Anywhere portal and click on Login using the OneID

1. Click on Login with OneID

GO TO THE Ci Anywhere portal

#### 1.2

Enter your Username and Password and Click Sign in.

*If you have trouble signing in, contact the relevant department*

Login using your OneID Username and Password

1. Enter your Username

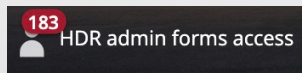
2. Enter your Password

2. Click on Sign in

## 2. ACCESSING MY TASKS

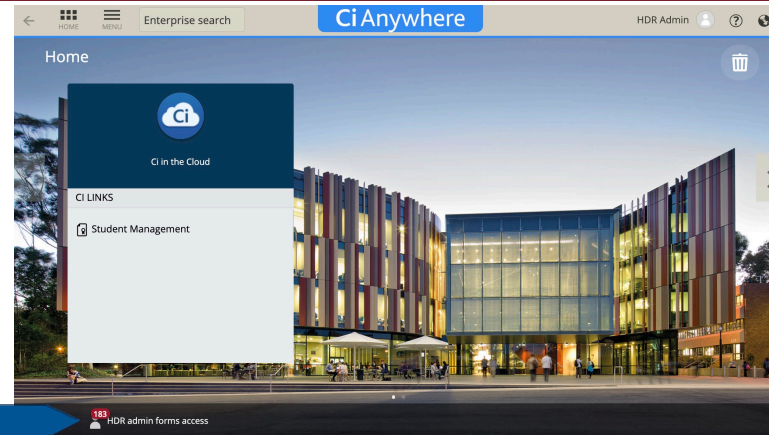
### 2.1

On the Ci Anywhere Home screen click at the bottom of the screen on the icon



1. Click on HDR access

### Accessing My tasks

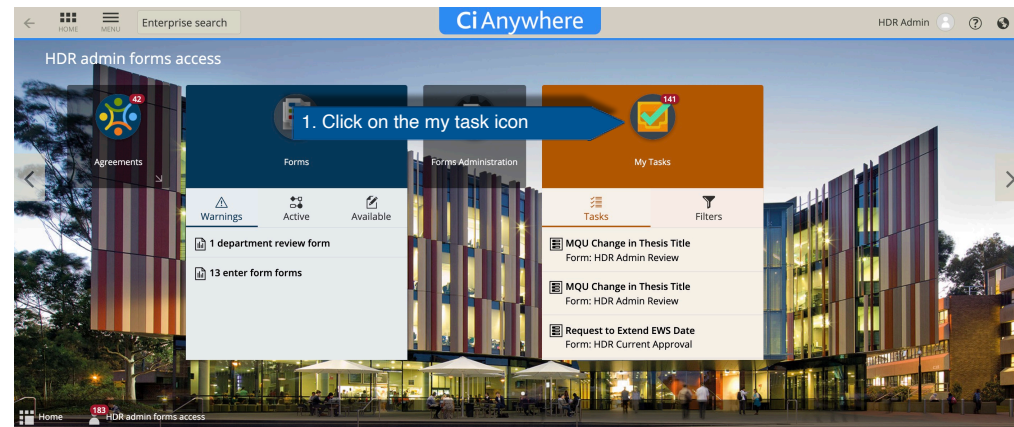


### 2.2

On the HDR admin for access to tasks and forms screen click on My tasks



### Login using your OneID Username and Password



## 3. NAVIGATING THE MY TASKS AREA

### 3.1

Search can be used to look for specific tasks, with the use of Student ID, Name etc.

**Accessing My tasks**

Enterprise search | My Tasks | Profile Name | HDR Admin

Assigned to me (141)

**Search bar**

**Selected task**

**Tasks list, Scrollable**

**MQU Change in Thesis Title**  
Form: HDR Admin Review  
From: Faculty HDR Admin 3011  
With pool: HDR Admin Pool  
TODAY

**MQU Change in Thesis Title**  
Form: HDR Admin Review  
From: Supervisor One  
With pool: HDR Admin Pool  
TODAY

**Request to Extend EWS Date**  
Form: HDR Current Approval  
From: Divya Arora  
With pool: HDR Admin Pool  
TODAY

**Request to Extend EWS Date**  
Form: HDR Current Approval  
From: Divya Arora  
With pool: HDR Admin Pool  
TODAY

**MQU Change in Thesis Title**  
Form: HDR Admin Review  
From: Faculty HDR Admin 4011

**MQU Change in Thesis Title**

**Summary**

Task Description  
HDR Admin Review

Assigned to  
HDR Admin Pool

Received  
21-Aug-2020 22:04:40

Process View

Workflow Information

Proceed

### 3.2

**Left hand** pane lists all the tasks currently assigned to your role

**Right hand** pane list the summary list and is used to administer the form

**Accessing My tasks**

Enterprise search | My Tasks | HDR Admin

**Left hand pane**

Assigned to me (141)

**Right hand pane**

**MQU Change in Thesis Title**

**Summary**

Task Description  
HDR Admin Review

Assigned to  
HDR Admin Pool

Received  
21-Aug-2020 22:04:40

Process View

Workflow Information


Proceed

## 4. OPENING A TASK

### 4.1

Select the task you want to open

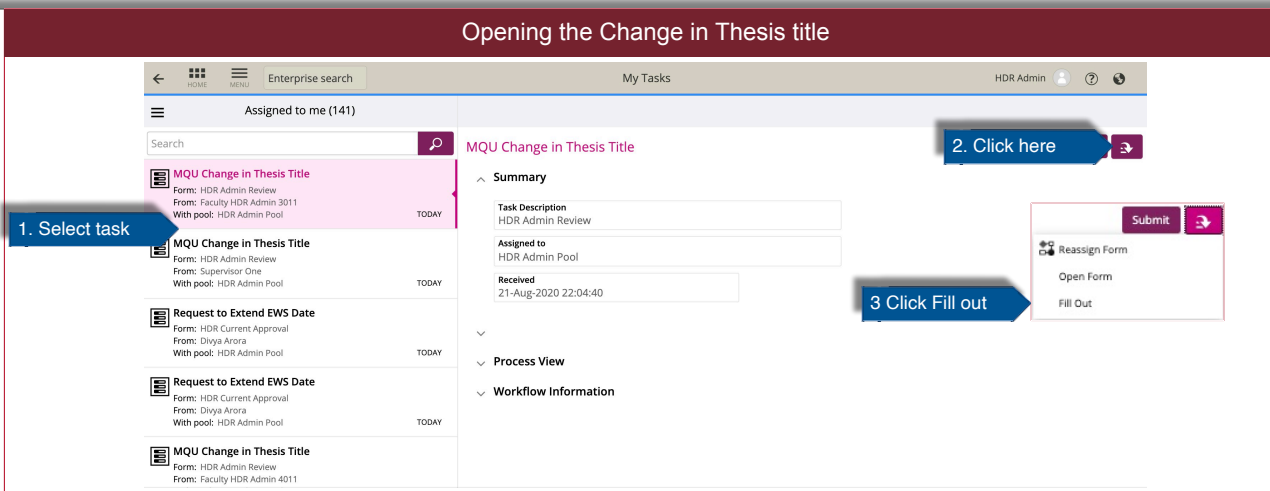
Click on the  icon

From the options shown after clicking the  icon

Click on the Fill out option

Fill Out

### Opening the Change in Thesis title



**1. Select task**

**2. Click here**

**3. Click Fill out**

The screenshot shows the 'My Tasks' interface. The left sidebar lists tasks assigned to the user. The main area displays the details of the selected task, 'MQU Change in Thesis Title'. The task details include a summary, task description, assigned to, received date, and process view. The 'Fill Out' option is highlighted in the bottom right corner.

## 5. FINALISE THE REQUEST

### 5.1

In the new form section that opens up, scroll down to the bottom area, with the section heading as Central HDR Admin review

### Navigating to the Central HDR Admin section

### 5.2

Click on the dropdown on the Central HDR Admin review section

### Finalise the Request

## 5.3

### Select Be Finalised

*Select Be Terminated for requests you wish to reject or disagree on*

### Finalise the Request

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Faculty HDR Admin 3011  
With pool: HDR Admin Pool  
TODAY

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Supervisor One  
With pool: HDR Admin Pool  
TODAY

Request to Extend EWS Date  
Form: HDR Current Approval  
From: Diya Arora  
With pool: HDR Admin Pool  
TODAY

Request to Extend EWS Date  
Form: HDR Current Approval  
From: Diya Arora  
With pool: HDR Admin Pool  
TODAY

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Faculty HDR Admin 4011  
TODAY

Request for Change in Thesis Title

Cancel Save

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should \*

Be Finalised

Be Terminated

Click here

## 5.4

**Click Save,** post making all the changes to the form

### Save the Form

Enterprise search My Tasks HDR Admin

Assigned to me (141)

Search

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Faculty HDR Admin 3011  
With pool: HDR Admin Pool  
TODAY

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Supervisor One  
With pool: HDR Admin Pool  
TODAY

Request to Extend EWS Date  
Form: HDR Current Approval  
From: Diya Arora  
With pool: HDR Admin Pool  
TODAY

Request to Extend EWS Date  
Form: HDR Current Approval  
From: Diya Arora  
With pool: HDR Admin Pool  
TODAY

MQU Change in Thesis Title  
Form: HDR Admin Review  
From: Faculty HDR Admin 4011  
With pool: HDR Admin Pool  
TODAY

Request change in Supervisor(s)  
Form: HDR Admin Review  
From: Faculty HDR Admin 3011  
With pool: HDR Admin Pool  
TODAY

Request for Change in Thesis Title

Click Save Save

Student  
45371423 (Mr Dino Test Zagic)

Course  
19770595 (PHDMCLPSY (4) - Doctor of Philosophy Master of Clinical Psychology)

Student Details

Key Dates

Course Details

Changes to Thesis Title

Declaration

Supervisor Approval

Changes to Field of Research (FOR) Codes

Faculty HDR Admin

Central HDR Admin Review

Based on the information provided, this request should \*

Be Finalised

Be Terminated

Click Save

## 6. COMPLETE THE WORKFLOW

### 6.1

**Click Proceed**, post making all the changes to the form and when the form has been saved

### Completing the workflow

←

HOME

MENU

Enterprise search

My Tasks

HDR Admin

?

🔍

Assigned to me (141)

Search

🔍

MQU Change in Thesis Title

Form: HDR Admin Review

From: Faculty HDR Admin 3011

With pool: HDR Admin Pool

TODAY

MQU Change in Thesis Title

Form: HDR Admin Review

From: Supervisor One

With pool: HDR Admin Pool

TODAY

Request to Extend EWS Date

Form: HDR Current Approval

From: Divya Arora

With pool: HDR Admin Pool

TODAY

Request to Extend EWS Date

Form: HDR Current Approval

From: Divya Arora

With pool: HDR Admin Pool

TODAY

MQU Change in Thesis Title

Form: HDR Admin Review

From: Faculty HDR Admin 4011

MQU Change in Thesis Title

Summary

Task Description

HDR Admin Review

Assigned to

HDR Admin Pool

Received

21-Aug-2020 22:04:40

Process View

Workflow Information

Click Proceed

Proceed

🔄